

Health Department Proposed Fee Updates May 2017

Health Department conducts reviews and inspections to ensure compliance with CT Public Health Code and CT General Statutes

Building Department conducts reviews and inspections to ensure compliance with 2013 International Building Code (adopted by State of CT)

Building fees are \$17.26 per \$1,000 cost of the improvement

Building Department inspections include:

Footings	Insulation
Foundation	Electrical Service
Plumbing	Framing
Electrical	Final
Heating	Pressure Test

	Activity	Health Department Responsibility	Building Department Applicability	Current fee	Proposed fees	Current revenue	Projected revenue	Revenue change
Soils Testing	Soils testing Last update 2003	<ul style="list-style-type: none"> • Conducted to determine if soil/property is suitable for septic system • Ordinance states no charge for testing for repair of existing septic system. • <u>Staff time</u>: Can take 2 or more hours each lot. • Ordinance Section 5-29 sets fee 	Not subject to Building Permit Fee	\$200	\$200	\$1,200	\$1,200	No change
	Additional testing Last update 2003	<ul style="list-style-type: none"> • If owner chooses to move house/septic system after initial testing completed, additional testing may be required. • <u>Staff time</u>: Time spent is dependent on site conditions, typically 1 – 3 hours • Ordinance Section 5-29 sets fee 	Not subject to Building Permit Fee	\$50/hr	\$100/hour	\$100	\$200	\$100
Septic Plan Review	Subdivision and multi-lot plan review (per lot)	<ul style="list-style-type: none"> • Conducted to determine compliance with CT Public Health Code, Town Ordinance • <u>Staff Time</u>: Can take 20 – 30 minutes/lot depending on completeness of information and complexity of subdivision. • Ordinance Section 5-28 	Not subject to Building Permit Fee	\$0	\$150/lot	\$0	\$1,750	\$1,750
	Reviews after first revision (per all lots proposed)	<ul style="list-style-type: none"> • Conducted to determine compliance with CT Public Health Code, Town Ordinance • Changes on one lot may affect multiple adjacent lots, requiring review, even if their design wasn't changed. • <u>Staff Time</u>: Can take 15 – 20 minutes/lot depending on completeness of information and complexity of subdivision. • Ordinance Section 5-28 	Not subject to Building Permit Fee	\$0	\$75/lot	\$0	\$1,050	\$1,050
	Single lot/site plan review	<ul style="list-style-type: none"> • Conducted to determine compliance with CT Public Health Code, Town Ordinance • <u>Staff Time</u>: Can take 20 – 30 minutes/lot depending on completeness of information and complexity of design. • Ordinance Section 5-28 	Once plans are approved, Building Dept assesses fee of \$17.26/\$1,000 for cost of improvement	\$0	\$200	\$0	\$13,200	\$13,200
	Reviews after first revision	<ul style="list-style-type: none"> • Conducted to determine compliance with CT Public Health Code, Town Ordinance • <u>Staff Time</u>: Can take 20 – 30 minutes/lot depending on completeness of information and complexity of design. • Ordinance Section 5-28 	Not subject to Building Permit Fee	\$0	\$100	\$0	\$3,000	\$3,000

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	B-100a site improvement review	<ul style="list-style-type: none"> • Conducted to determine compliance with CT Public Health Code, Town Ordinance • Review required for building improvements to lot (pool, shed, building addition, etc) to affirm sufficient space for potential septic repair. • Requires plan and file review, may require soils testing and/or percolation test (no fee charged). • <u>Staff Time</u>: Can take 10 minutes to several hours if testing needed. • Ordinance Section 5-28 	Once plans are approved, Building Dept assesses fee of \$17.26/\$1,000 for cost of improvement	\$0	\$50	\$0	\$12,150	\$12,150
Septic Permit	Septic Permit (new) Last update 2003	<ul style="list-style-type: none"> • Issued to licensed contractor to allow septic system installation once septic plan has been approved • Permit issuance initiates process requiring multiple site visits (no fee): <ul style="list-style-type: none"> • Stakeout inspection • Topsoil removal inspection • Potential intermediate installation inspections • Final inspection • <u>Staff time</u>: Permit issuance can take 10 – 15 minutes, associated inspections can take 2 – 4 hours • Ordinance Section 5-34 	Electrical permit required from Building Department ONLY if system requires pump \$17.26/\$1000 cost of improvement	1.5% cost system, based on contractor reported system cost (Average \$119)	\$225 flat fee	\$2,420	\$4,500	\$2,080
	Septic Permit (repair) Last update 2003	<ul style="list-style-type: none"> • Issued to licensed contractor to allow septic system repair once septic plan has been approved • Initiates process requiring multiple site visits • <u>Staff time</u>: Permit issuance can take 10 – 15 minutes, associated inspections can take 2 – 4 hours • Ordinance Section 5-34 	Electrical permit required from Building Department ONLY if system requires pump \$17.26/\$1000 cost of improvement	1.5% cost system, based on contractor reported system cost (Average \$126)	\$175 flat fee	\$6,050	\$8,750	\$2,700
	Septic Permit (minor repair) Last update 2003	<ul style="list-style-type: none"> • Issued to licensed contractor to allow septic system repair after discussion and review by Health Department • Initiates process requiring site visits • <u>Staff time</u>: Discussion to approve repair can take 10 – 15 minutes, associated inspections can take 1 hour – 90 minutes • Ordinance Section 5-34 	Not subject to Building Permit Fee	No Fee	\$125 flat fee	\$0	\$625	\$625

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Misc. Plan Review	Food service plan review	<ul style="list-style-type: none"> • Plan reviewed for compliance with CT Public Health Code • Coordinate with Fire Marshal, Building, Engineering and Community Development for supporting information, with requests for additional information from architect or business owner as necessary • Generate letter of final plan review determination • After plan approval, multiple site visits (no fee) are conducted to ensure compliance to plan during construction, and review field construction changes as appropriate • <u>Staff Time</u>: Plan review can take from 30 – 180 minutes, depending on completeness of information and complexity of establishment. Associated inspections can take from 2 to 10 hours, depending on field construction changes • Ordinance Section 7.5-11 	No Building Dept fee to review plan for structural components and requirements under Building Code	\$0	\$150	\$0	\$1,050	\$1,050
	Food service plan significant revision review	<ul style="list-style-type: none"> • Plan reviewed for compliance with CT Public Health Code • Ex.- Significant redesign or menu/equipment overhaul after initial plan review. Most plans have multiple/ongoing revisions that would not be charged. • <u>Staff Time</u>: Can take 30 – 60 minutes. Associated inspections can take from 2 to 10 hours, depending on field construction changes • Ordinance Section 7.5-11 	Not subject to Building Department Fee	\$0	\$75	\$0	\$75	\$75
	Child daycare plan review	<ul style="list-style-type: none"> • Plan reviewed for compliance with CT General Statutes • Confirm age of property to determine testing for presence of lead paint • Coordinate with Fire Marshal, Building, Engineering and Community Development for supporting information, with requests for additional information from architect or business owner as necessary • Generate letter of final plan review determination • After plan approval, multiple site visits (no fee) are conducted to ensure compliance to plan during construction, and review field construction changes as appropriate • <u>Staff Time</u>: Plan review can take from 30 – 60 minutes, depending on completeness of information. Associated inspections can take from 2 to 3 hours, depending on field construction • Child daycare plan review is based on CT General Statutes Section 19a-79 	No Building Dept fee to review plan for structural components and requirements under Building Code	\$0	\$100	\$0	\$100	\$100

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Well Permits	Well permit Last update 2003	<ul style="list-style-type: none"> Review of well permit typically accomplished through plan/file/site visit. Approval of permit initiates sequence of additional inspections and activities: <ul style="list-style-type: none"> review well completion report site visit to document location and construction components after install review of Well Completion Report for yield and construction data review and approval of water test for potability, letter to applicant if not potable. addition of well info to GIS database for future public search option <u>Staff Time</u>: Can take 60 – 90 minutes Ordinance Section 5-33 	No Building Dept electrical permit fee	\$20	\$150	\$720	\$5,400	\$4,680
	Geo thermal	<ul style="list-style-type: none"> Review of well permit through file review or site visit. <u>Staff Time</u>: Can take 15 – 60 minutes. Ordinance Section 5-33 	Building Dept Electrical Permit Fee	\$20	\$150	\$40	\$300	\$260
	Well abandonment	<ul style="list-style-type: none"> File review or site visit. <u>Staff Time</u>: Can take 10 – 20 minutes. Ordinance Section 5-33 	Not subject to Building Department Fee	\$20	\$30	\$40	\$60	\$20
	Well deepening	<ul style="list-style-type: none"> File review, may include site visit after well completion to verify construction components Addition of well info to GIS database for future public search option <u>Staff Time</u>: Can take 10 – 20 minutes. Ordinance Section 5-33 	Not subject to Building Department Fee	\$20	\$30	\$100	\$150	\$50
	Hydrofracture	<ul style="list-style-type: none"> File review, may include site visit after well completion to verify construction components Addition of well info to GIS database for future public search option <u>Staff Time</u>: Can take 10 – 20 minutes. Ordinance Section 5-33 	Not subject to Building Department Fee	\$20	\$30	\$40	\$60	\$20
	Wellwater backwash treatment review	<p><i>*Upcoming new responsibility from CT Dept. Public Health slated for 1/1/18*</i></p> <ul style="list-style-type: none"> Upcoming shift of responsibility from CT DEEP to Public Health Code, to be fully enforced at local health level. Requires review of application, file review and/or site visit; test pits may be required (no fee); inspection after install; develop/review as built plan. <u>Staff Time</u>: Expected to take 60 -180 minutes 	May be subject to Building Department electrical permit fee	\$0	\$125	\$0	\$625	\$625

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Miscellaneous	Annual pool licensure (beginning of season)	<ul style="list-style-type: none"> • Annual licensure inspection before heavy seasonal use • Inspections include: <ul style="list-style-type: none"> • pool water quality test • shower/cabana facility/locker rooms checked for sanitation and infrastructure condition • pump room checked • chemical use and storage assessed • first aid kit and pool equipment reviewed • additional inspections as necessary • Follow-up visits (no additional fee) may be required to ensure sanitary compliance prior to issuance of license. • Pool inspections are based on CT Public Health Code Section 19a-36-B61 • Hotel pools are inspected quarterly; summer pools are inspected multiple times during swim season • <u>Staff time</u>: Pool licensure activities and take 90 minutes – 2 hours. Additional inspections can take 20 – 30 minutes each. 	Not subject to Building Department Fee	\$0	\$150	\$0	\$1,650	\$1,650
	Migrant worker housing certification (4+ workers)	<ul style="list-style-type: none"> • Site visit scheduled after Zoning permit has been issued, inspection includes: <ul style="list-style-type: none"> • Housing/trailer unit are inspected for sanitation/habitability • Drinking water test reviewed for potability • Septic system area reviewed to look for malfunction • Site may require reinspection if conditions warrant • May require follow up visits (no fee) to ensure sanitary conditions • Report generated summarizing conditions observed during inspection, • <u>Staff Time</u>: Can take 60 – 90 minutes • Migrant worker housing inspection is based on CT Public Health Code Section 19-13-B53 to 19-13-B63, Sanitation for Agricultural and Migratory Farm Workers 	Zoning permit for migrant housing is \$25	\$0	\$50	\$0	\$200	\$200
	Activity					Current revenue	Projected revenue	Revenue change
	TOTALS:					\$10,710	\$56,095	\$45,385

